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Idaho State Archives (ISA) historic photographs are available for purchase and use in accordance with the following policies. Proceeds from purchases are used to support and maintain the ISA collections.

### **Reproduction Information:**

Allow two weeks processing time for both print and digital orders; allow additional time for processing large requests (ten or more images) or orders requiring special work. Images will be produced as-is with minimal digital restoration and will retain the character they have accumulated over time. Rush orders will be accepted only if staff and the photographic lab can accommodate the request and will result in higher charges.

Orders must be submitted on an Idaho State Historical Society photographic print order form and must be accompanied by prepayment. The order form must identify requested images by accession number and accurate subject information. Failure to provide complete, correct information will delay processing of the order and may result in additional charges for research time. There are no refunds given for completed reproduction work.

Idaho State Archives copying and research fees apply for photographic research requests.

### **Prints**

All print orders are printed on Epson premium luster paper, with genuine Epson Ultrachrome K3 ink. The printer can accommodate large-format prints up to 24" wide. Images will not be cropped to fit an exact aspect ratio; they will be printed to the longest dimension to accommodate framing and include the original photograph in its entirety.

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Digital files can be requested in tiff or jpeg format, 300dpi or 600dpi sized to an approximate 8x10 size. Files may be delivered via email, ftp (file transfer protocol) or disc (for mail or pick up, fees apply).

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